

**Information Technology**  
**Tuesday June 5, 2018**

Minutes of the June 5, 2018 Information Technology meeting held in the Dodge County Administration Building, in Room 1A, First floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Mary Bobholz, Tim Kemmel, Kevin Burnett

Members Absent /Excused: Donna Maly, David Guckenberger

Also Present: James Mielke, County Administrator; Information Technology Employee  
Josh Kohlhoff

Meeting called to order at 6:01 PM by Supervisor Bobholz

Public Comment: None

Motion by Burnett, second by Kemmel to approve the minutes of the May 8, 2018 meeting as presented. Motion carried.

Review, Consider, Discuss and Take Action: Meeting Per Diem(s) Chair Donna Maly – ERP  
Project: None

River Run Consulting Update: Mielke and Kohlhoff provided an update of the status of the consulting project. Weekly meetings with representatives of River Run are being held to address questions and provide information. The project remains on track to provide a Report to Dodge County no later than July 13, 2018.

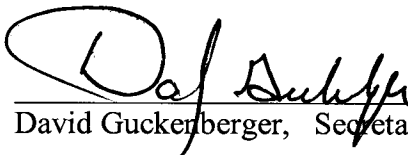
Preliminary 2019 Budget Discussion: Mielke and Kohlhoff provided a brief summary of 2019 budgetary needs. A major item for upgrade / replacement in 2019 is related to the Unitrends Back-up solution. Additional information and discussion will be held at the July committee meeting.

Information Technology Project Status Report: The Committee reviewed the memo from Information Technology staff dated May 30, 2018 (attached).

Tour of Information Technology Department: Consensus of those present to postpone the tour to the July 10<sup>th</sup> meeting.

Adjournment: Motion by Burnett, 2<sup>nd</sup> by Kemmel to adjourn. Motion carried. Time: 6:42 p.m.

Next Meeting Date: Tuesday June 5, 2018 at 6:00 p.m. Room 1A

  
David Guckenberger, Secretary

July 10, 2018  
Date

## Project summaries – 05/30/18

### Netsmart Project Update:

- **PPS state reporting:** Alyssa Schultz reported that she is currently working on the PPS state report for April. She hopes to have it completed by early next week.
- **Update on Financial open items:**
  - Open items are still being documented and the Joxel group is being apprised of these issues and are a part of the on-going issues log.
- **Update on Netsmart Financial Optimization project:** We are continuing to work with the Joxel group on open issues. We have meetings every two weeks to discuss open issues as well as questions that come up for future state. The Joxel group is continuing to work on the future state changes within development. The on-site demonstration on the new Financial configuration is scheduled for June 18.
- **Update on billing:** Monica Hooper reported that the department has all April billing runs completed with the exception of CCS. This will be completed by the end of the week, and then hope to close the month of April as well.
- **Update on Cares Pathway reporting tool:** Dodge County is continuing to work on the necessary setup and training preparations for the reporting requirements and the client portal. The goal is to start using the reporting tool for Meaningful Use attestation during the month of June. IT has also been working with HS on a security risk assessment, which is required for Meaningful Use attestation. The group is continuing to gather information necessary to answer the questions on the security risk assessment.

### Kronos Project Update:

- **Performance update:** Kronos made changes for the issue regarding third level approvers not receiving notifications. The change appears to be working. We are continuing to work with Kronos support on issues reported by HR.
- **Parking lot items:** The team has been working through the list of parking lot items. The recent items include:
  - Shift differential configuration and interface changes – HR, Finance, and IT worked collectively to complete testing efforts. The configuration has been added to production with an effective date of 4/28/18.
  - Part time sick probationary period – IT was provided information from Kronos regarding configuration that does not use a probationary period. Once reviewed, the configuration will be added to production to review and test with the group.
  - Legislative Update 2018 Q1 – IT has refreshed the test environment with data as of 5/15/18 and have applied legislative update 2018 Q1 for testing. The goal is to have testing completed by June 8 so that we can schedule the update to be applied to production.
- **Update on Combining of Payrolls:**
  - The paperwork has been signed and the project is scheduled to start on July 9.
- **Update on Compensation:**
  - Information on configuration details have been sent to Kronos so that they can compile new paperwork for the project.

#### **ERP Project Update:**

- **Update on Fundamental Review Sessions:** The functional leads and Subject Matter Experts (SMEs) have completed most of the fundamental review sessions for all modules in Munis, including Work Orders. The next review sessions will be Employee Maintenance and Salary and Benefits.
- **Update on Chart of Accounts:** The project team continues to work on the Chart of Accounts analysis with assistance and input from Tyler and GFOA. The GL segments have been determined and now the team is verifying the segment details covers all financial reports and tracking required
- **Update on Munis/Kronos integration:** Tyler will be demonstrating the Employee Maintenance and Salary and Benefits to the team and will continue discussions on how the Kronos integration will be implemented. There are a number of SOW documents with Kronos that are being finalized with the Kronos team for the various integrations with Munis.

#### **MatrixCare Project Update:**

- **Update on MealTracker:** The dietary group has been building menus within the MealTracker module. These menus will be built on a seasonal basis as they are detailed and are time consuming to complete the initial build.
- **Update on Behavioral Health 4:** Clearview added an additional care setting license to its facility. This license does not add additional beds, but re-categorizes some beds from the main nursing home into the newly titled license called Clearview Behavioral Health 4. A contract amendment was provided and being reviewed by Clearview as adding an additional license does need to be set up in MatrixCare accordingly. This is the last of the two licenses that were added since the go-live of MatrixCare.
- **Update on performance issues:** Clearview and IT have been continuing weekly status calls with MatrixCare as there are three outstanding issues since the 2018 R2 upgrade MatrixCare performed on April 22<sup>nd</sup>. The three issues are actively being worked on by MatrixCare support and the Clearview team has been able to provide detailed examples to assist support.

#### **GCS Project Update:**

- **Update on outstanding project items:** LRP and IT had conference call with GCS to discuss the outstanding balance due to GCS from project implementation. Of the outstanding items, two items remain open. GCS has confirmed these items will be included in the Spring update to be expected by late June. Testing will begin of the upgrade once it is provided. LRP is releasing the monies due with the exception of \$3,500, which will be withheld until the Permit Tracking module is completed.

**Campground Reservation System Update:**

- Once LRP is able to finalize their account with a credit card merchant, they will be able to set a specific go-live date. For now, the go-live is scheduled for June.
- The current active reservations in the legacy system, Campground Master, will be converted by Premier once LRP is prepared to go-live.

**2018 Computer Replacements:** We are continuing to work on the computer replacements.

- 30 of the 60 Jail computers are replaced.
- Clearview desktops are complete.
- We are coordinating with the Sheriff's department to replace MDC's at the same time as the new squads are replaced.

**Guard 1 Plus Update:**

- Through testing, we determined that the Guard 1 software/server used in the DCDF will need to be upgraded to version 5.2 to be able to install the software on Windows 10. This is affecting the ability to replace a couple of workstations in the Jail. IT will work with support to get the upgrade scheduled.

**Mayville Server Room:**

- Before servers are moved to Mayville, they need to be synced (seeded). All but three servers have moved to the replicated cluster. Once these have moved and synchronized, we can relocate the equipment out to Mayville.

**KeyWatcher Project Update:**

- Key Watcher is a Jail project to prevent keys from leaving the detention facility. Think of it as a vending machine for keys.
- IT worked with support to install the required server software for maintaining key access.
- CAT6 cable has been run to the physical Key Watcher box, the ends terminated, and tested.
- A new card reader, door strike, door position switch, have been installed on the jail employee entrance door to allow for entry via proximity card so that keys do not need to be removed from the facility. The motion sensor still needs to be installed. An indoor camera has also been installed with a view of the employee entrance door, training room door, and admin hallway door.
- Accurate Controls has terminated all of the connections in master control, setup the new card reader controller board in Premisys, and added programming to the secure electronics for the control of this door.
- The door security upgrades should be complete this week.
- The Key Watch vendor is coming on site June 19 to complete connection/setup to the Key Watcher box and provide training to the jail admin staff and sergeants.

#### **2019 CIP, Courthouse Audio Visual Upgrades:**

- Met with the Judges and their staff to determine needs.
- Have been working with Jamie Beckwith, the new purchasing agent. She has reached out to several counties to find out how they have handled their RFQ/RFP process in regards to courtroom AV upgrades. These documents tend to be extremely detailed.
- Met with Phill Greenwood, our account rep from the current vendor, SKC Communications. Discussed the court AV project and reviewed currently installed equipment. The main audio processors (BiAmp Audia Flex) are at end of life now and will be at end of service in 2020. During the discussions, stressed that this project may go out to bid. Phill indicated that SKC was willing to provide high-level budgetary numbers for CIP planning. Did a walk-through of one of the courtrooms.
- Met with Jim Mielke and Jamie Beckwith to determine course of action. Jim would like to go out to bid on this project. Jaime and I expressed that this would be a complex and very detailed process and requested hiring a contractor to write up the project bid. Jim gave the ok to start preparing an RFP for hiring a bid writer.

# Dodge County: Open Tickets List of all open tickets (59 items) Generated on May 30, 2018 @ 01:30 pm

Ticket #	Created By(Email)	Create Date	Department	Assigned to	Summary	Days Open	Update Date
27947	abruggier@co.dodge.wi.us	2018-03-08 @ 09:13 AM		Shane Van Loenen	Jail - Insight computer usage report	83 days	2018-04-12 @ 11:57 AM
27979	lfett@co.dodge.wi.us	2018-03-09 @ 12:28 PM	Highway	AS400 Cases	JD Edwards AAT's	82 days	2018-05-15 @ 12:00 PM
28004	kbryd@co.dodge.wi.us	2018-03-12 @ 11:11 AM	LRP	Nicole Strebblow	LRP, headsets-working with vendor--end of life - return/another order	79 days	2018-05-21 @ 08:22 AM
28027	mzarczynski@co.dodge.wi.us	2018-03-13 @ 09:08 AM	HSHD	Shane Van Loenen	HDOB - eWisacws through VPN	78 days	2018-03-26 @ 02:58 PM
28042	critter@co.dodge.wi.us	2018-03-14 @ 10:08 AM	Jail	Ian Dodge	Sgt. office display options	77 days	2018-05-30 @ 01:01 PM
28258	mdrays@co.dodge.wi.us	2018-04-03 @ 04:34 PM		Susan Mueller	Finance, Adobe Pro object/text tool	56 days	2018-05-04 @ 11:13 AM
28352	jnehls@co.dodge.wi.us	2018-04-10 @ 11:57 AM		Ian Dodge	Jail - Cell C-119A light	50 days	2018-05-21 @ 10:14 AM
28376	jsoldner@co.dodge.wi.us	2018-04-12 @ 08:38 AM		Ian Dodge	Clearview - Message Board Fl, Display 2 - not publishing	48 days	2018-05-04 @ 08:29 AM
28391	lschneider@co.dodge.wi.us	2018-04-12 @ 04:19 PM	Clearview	Ian Dodge	Clrv - Digital boards test environment	47 days	2018-05-01 @ 07:34 AM
28424	lschneider@co.dodge.wi.us	2018-04-16 @ 01:14 PM		Shane Van Loenen	Clearview - Google Chrome Push Out	44 days	2018-05-17 @ 03:25 PM
28425	ljustmann@co.dodge.wi.us	2018-04-16 @ 01:17 PM	HSHD	Erin Roberts	HS, myevolv intake calendar client search	44 days	2018-04-17 @ 02:23 PM
28450	dzirbel@co.dodge.wi.us	2018-04-17 @ 01:35 PM		Kevin Nakielski	TRACS Attachment Folder	42 days	2018-05-21 @ 01:52 PM
28494	kweber@co.dodge.wi.us	2018-04-19 @ 02:18 PM	Sheriff	Spillman Cases	S0 - Continually gets kicked out of Spillman	40 days	2018-04-23 @ 07:53 AM
28501	jodie.miller@wicourts.gov	2018-04-20 @ 10:48 AM		Ian Dodge	Courts - No sound from recorder speaker in Branch 3	40 days	2018-05-29 @ 12:56 PM
28558	rvollmer@co.dodge.wi.us	2018-04-25 @ 10:26 AM	HSHD	Erin Roberts	HS, myevolv timeout/blank screen	35 days	2018-05-29 @ 04:32 PM
28566	lschneider@co.dodge.wi.us	2018-04-25 @ 02:39 PM		Ian Dodge	Clrv - Purchase spare Display/IT! Express PC and license	34 days	2018-05-30 @ 01:03 PM
28587	jpaternoster@co.dodge.wi.us	2018-04-27 @ 05:33 AM	Sheriff	Spillman Cases	CALLS NOT APPEARING ON MAP	33 days	2018-04-27 @ 09:37 AM

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28591	tmindemann@co.dodge.wi.us	2018-04-27 @ 08:52 AM		AS400 Cases	access to old HRIS system	33 days	2018-05-08 @ 08:32 AM
28609	lschultz@co.dodge.wi.us	2018-04-30 @ 09:58 AM	Human Resources	Erin Roberts	Test Environment	30 days	2018-05-09 @ 08:17 AM
28648	lschneider@co.dodge.wi.us	2018-05-02 @ 02:28 PM	Clearview	Shane Van Loenen	Clrvw - Trying to do a training in Relias	27 days	2018-05-08 @ 11:12 AM
28693	jkolp@co.dodge.wi.us	2018-05-04 @ 01:51 PM		AS400 Cases	Finance, PBCO error in JDE	25 days	2018-05-04 @ 02:12 PM
28762	jhooper@co.dodge.wi.us	2018-05-09 @ 03:48 PM	Clearview	Ian Dodge	Clrv - Training for sound/media system in our Chapel and Gathering room	20 days	2018-05-29 @ 01:03 PM
28777	jkolp@co.dodge.wi.us	2018-05-11 @ 08:43 AM		AS400 Cases	2018 May - open batch from 2014.pdf	19 days	2018-05-11 @ 07:46 PM
28780	dweber@co.dodge.wi.us	2018-05-11 @ 11:05 AM	Finance	AS400 Cases	Ticket Needed	19 days	2018-05-11 @ 07:45 PM
28836	pmcaleer@co.dodge.wi.us	2018-05-16 @ 09:43 AM	Physical Facilities	Erin Roberts	PF, time off for November & schedules	14 days	2018-05-29 @ 04:29 PM
28849	sgaska@co.dodge.wi.us	2018-05-17 @ 08:55 AM	HSHD	Erin Roberts	HS, unable to access textmagic.com	13 days	2018-05-21 @ 12:53 PM
28869	mhooper@co.dodge.wi.us	2018-05-18 @ 08:44 AM	HSHD	Shane Van Loenen	HDOB - [SECURE] message not being sent secure	12 days	2018-05-30 @ 10:22 AM
28884	kscheff@co.dodge.wi.us	2018-05-21 @ 08:11 AM	HSHD	Erin Roberts	KRONOS issue	9 days	2018-05-30 @ 11:25 AM
28900	jholtz@co.dodge.wi.us	2018-05-21 @ 04:32 PM	Clearview	Erin Roberts	Clearview, last timestamps	8 days	2018-05-30 @ 11:31 AM
28912	kgibson@co.dodge.wi.us	2018-05-22 @ 11:46 AM		Josh Kohlhoff	County Clerk - Phones in Cty Clerk Office	8 days	2018-05-22 @ 11:49 AM
28916	jbeckwith@co.dodge.wi.us	2018-05-22 @ 01:21 PM	UW Extension	Susan Mueller	RFP/RFB website	8 days	2018-05-23 @ 04:23 PM
28932	bmueeller@co.dodge.wi.us	2018-05-23 @ 10:34 AM	Child Support	Josh Kohlhoff	CS, activate jack	7 days	2018-05-23 @ 01:07 PM
28933	lschneider@co.dodge.wi.us	2018-05-23 @ 10:49 AM	Clearview	Travis Nickels	Clearview, Relias videos	7 days	2018-05-30 @ 09:12 AM
28946	aschultz@co.dodge.wi.us	2018-05-24 @ 07:31 AM		Nicole Strehlow	New computer, cell phone and desk phone for new worker - items on order	6 days	2018-05-30 @ 09:52 AM

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28948	lschneider@co.dodge.wi.us	2018-05-24 @ 07:52 AM		Susan Mueller	copy machine	6 days	2018-05-25 @ 06:32 AM
28955	mhooper@co.dodge.wi.us	2018-05-24 @ 09:58 AM	HSHD	Nicole Streblow	HS, Scanner - emailed PR	6 days	2018-05-30 @ 09:09 AM
28956	jkohlhoff@co.dodge.wi.us	2018-05-24 @ 12:10 PM	Child Support	Josh Kohlhoff	CS - New Employee 6/6	6 days	2018-05-29 @ 09:40 AM
28961	shinze@co.dodge.wi.us	2018-05-24 @ 03:08 PM		Nicole Streblow	New Monitor and Mouse - need to discuss with Jim	5 days	2018-05-30 @ 09:51 AM
28963	czernickibrown-koch@uc.co.dodge.wi.us	2018-05-24 @ 04:53 PM		Susan Mueller	Message from Shirlee Czernicki Brittanny Brown-Koch (4309)	5 days	2018-05-25 @ 08:05 AM
28969	sandy.bird@wicourts.gov	2018-05-25 @ 08:44 AM		Ian Dodge	Branch 1 - Wireless mic not working	5 days	2018-05-30 @ 01:06 PM
28971	jbeckwith@co.dodge.wi.us	2018-05-25 @ 11:46 AM	Finance	Shane Van Loenen	Purchasing - please set Jamie up in SAFE	5 days	2018-05-25 @ 11:46 AM
28973	smittelstadt@co.dodge.wi.us	2018-05-25 @ 02:21 PM		Nicole Streblow	SO - Cable needed - on order	4 days	2018-05-30 @ 09:51 AM
28976	dbeck@co.dodge.wi.us	2018-05-26 @ 04:40 PM	Jail	Shane Van Loenen	weekend jail PC	3 days	2018-05-29 @ 08:19 AM
28987	jholtz@co.dodge.wi.us	2018-05-29 @ 08:11 AM	Clearview	Kevin Nakielski	Clearview, AB side clock is all black	1 day	2018-05-29 @ 01:25 PM
28989	pbeier@co.dodge.wi.us	2018-05-29 @ 08:22 AM	HSHD	Dawn Lokken	HS, signature pad download	1 day	2018-05-30 @ 08:59 AM
28992	nstreblow@co.dodge.wi.us	2018-05-29 @ 08:52 AM	HSHD	Josh Kohlhoff	HS, Employee term 6/28	1 day	2018-05-29 @ 08:52 AM
28999	philker@co.dodge.wi.us	2018-05-29 @ 01:37 PM	Treasurer	Susan Mueller	Treasurer, property for sale on the website	< 1 day	2018-05-30 @ 09:08 AM
29003	nstreblow@co.dodge.wi.us	2018-05-29 @ 02:43 PM	Sheriff	Josh Kohlhoff	SO, Employee term 8/20/18	< 1 day	2018-05-29 @ 02:43 PM
29008	cmicale@co.dodge.wi.us	2018-05-30 @ 05:40 AM		Nicole Streblow	Office Phone/Password Reset	< 1 day	2018-05-30 @ 08:02 AM
29011	nstreblow@co.dodge.wi.us	2018-05-30 @ 08:04 AM	HSHD	Josh Kohlhoff	HS, New Employee - ESS Aide 6/11	< 1 day	2018-05-30 @ 08:04 AM
29015	dgabel@co.dodge.wi.us	2018-05-30 @ 08:52 AM	Jail	Nicole Streblow	receiving faxes sporadically or not at all	< 1 day	2018-05-30 @ 09:37 AM



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29017	zwieg.kathy@nodomain.nowhere	2018-05-30 @ 09:54 AM	DA	Josh Kohlhoff	DA, phone number change	< 1 day	2018-05-30 @ 09:55 AM
29018	mhooper@co.dodge.wi.us	2018-05-30 @ 10:08 AM	HSHD	Shane Van Loenen	Substitute Care \$/Collections	< 1 day	2018-05-30 @ 10:47 AM
29019	svanloenen@co.dodge.wi.us	2018-05-30 @ 10:31 AM		Shane Van Loenen	Older image runners not able to scan to network Drive	< 1 day	2018-05-30 @ 12:57 PM
29022	rfreber@co.dodge.wi.us	2018-05-30 @ 11:19 AM		Ian Dodge	Maint - Purchase cameras for the Admin Building	< 1 day	2018-05-30 @ 11:19 AM
29023	dllokken@co.dodge.wi.us	2018-05-30 @ 11:31 AM	HSHD	Josh Kohlhoff	OTC - new staff setup	< 1 day	2018-05-30 @ 11:36 AM
29025	kboyd@co.dodge.wi.us	2018-05-30 @ 12:00 PM	LRP	Kevin Nakielski	LRP, Permit tracking missing account # in search	< 1 day	2018-05-30 @ 12:01 PM
29026	dcounard@co.dodge.wi.us	2018-05-30 @ 12:47 PM		Nicole Streblov	Kronos	< 1 day	2018-05-30 @ 01:21 PM
29027	rfreber@co.dodge.wi.us	2018-05-30 @ 12:58 PM		Ian Dodge	Maint - Purchase people/door counter for Admin Building	< 1 day	2018-05-30 @ 12:58 PM